



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

___ DPW ___ Police
___ Fire ___ OTM
___ Park & Rec
___ PFD ___ Paid

TYPE OF EVENT: (check all that apply)

☐ **RUN** ☐ **WALK** ☐ **BICYCLE** ☐ **MOTORCYCLE**

Name of Event:

Name of Organization:

**Has this event been conducted in other
Towns in the past?** ☐ **YES** ☐ **NO**

If yes, name of Town and date:

Organization Mailing Address:

☐ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Primary Contact:

Contact Title:

Contact Address:

Contact Phone (Day):

Contact Phone (Cell):

Contact Email:

Event Date(s):

Date Expected to be in Needham:

<i>Earliest Time Expected in Needham:</i>	<i>Latest Time Expected in Needham:</i>
<i>Number of Expected Participants:</i>	<i>Number of Expected Spectators at Peak Time:</i>
<i>Are participants charged a fee?</i> <input type="checkbox"/> <i>YES</i> <input type="checkbox"/> <i>NO</i>	
<i>Estimated Number of Vehicles:</i>	<i>What type of Parking is required:</i>
<i>Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:</i>	
<i>Are event organizers available to meet with members of the Town to plan event?</i>	
<i>Do event organizers foresee the need for any road closures (subject to police review)?</i>	
<i>What will be done in case of inclement weather?</i>	
<i>Will neighborhoods be impacted by parking and traffic?</i>	
<i>What activities are planned for the start of the race (if in Needham)?</i>	
<i>What activities are planned for the end of the race (if in Needham)?</i>	
<i>What facilities are needed for the start of the race (if in Needham)?</i>	

<i>What facilities are needed for the end of the race (if in Needham)?</i>	
<i>Once the event begins, how long will it take to complete the event?</i>	
<i>Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?</i>	
<i>Will volunteers be placed along the route?</i>	
<i>Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.</i>	
<i>Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)</i>	
<i>Will portable toilets be used? List locations.</i>	
<i>Will hydration stops be set up along route? If yes, please include these on route plan.</i>	
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	
<i>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</i>	
<i>Does the event take place during commuter times?</i>	
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	
<i>Are businesses open during the time of the event?</i>	
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	
<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	
<i>What is the plan to handle trash?</i>	

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- ***event route map (include map and text of route, parking plan, volunteer placement)***
- ***application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)***
- ***certificate of insurance***